



Concealed Weapon Courier

Arizona Department of Public Safety
Concealed Weapon Permit Unit

"Carry Responsibly, Carry Informed"

Volume 1, Issue 1

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Legislative Activities: House Bill 2074 is signed by Governor Napolitano

House Bill 2074 amends the Concealed Weapon Law, A.R.S. § 13-3112, in a few ways. The amended law will become effective 90 days after the current legislative session adjourns and, at the time of this publication, the session had not closed. For up to date information, please visit our website at www.azdps.gov/ccw. We will share what we know concerning the impact of these changes.

House Bill 2074 eliminates the 2-hour refresher firearms training requirement upon renewal of the concealed weapon permit. The Concealed Weapon Permit Unit (CWPU) will continue to support refresher firearms training, but on a voluntary basis. Elimination of the 2-hour refresher firearms training DOES NOT mean elimination of the renewal process. The concealed weapon permit expires 5 years from the date of issuance. Renewal applications may be submitted at any time between 90 calendar days prior to expiration and 60 calendar days after expiration. NOTE: The permit expires on the date reflected on the permit. Persons may not lawfully carry concealed in Arizona once the permit is expired. **See "Legislative Activities" on page 6 for more changes.**



CWPU Supervisor Rene Wilson

New Concealed Weapon Permit Unit Supervisor Shares Her Vision

My name is Rene Wilson and I am privileged to introduce myself as the Administrative Supervisor of the Concealed Weapon Permit Unit (CWPU) at the Arizona Department of Public Safety (DPS).

Before I share my thoughts on the future of the CWPU, I wish to recognize the many people who contributed to the success of the unit before my arrival. I honor their legacy and commitment to public safety, customer service, and informed weapon handling. I happily accept the "torch" and am excited about the future of the program!

Although I have represented the CWPU for just a few months, I have a wealth of experience in program development and project management. Information on my 21 years at DPS is provided in the unit biography section of the newsletter so I will use this opportunity to share my thoughts on the future of the Concealed Weapon Permit Program. See "Vision", pg. 2

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The CWPU has experienced many challenges in the past year. Since August 2005, we realized a 30 percent increase in concealed weapon permit applications; implemented the Law Enforcement Officers Safety Act of 2004 (LEOSA) "Certificate of Firearms Proficiency" program; and completed a reorganization of the unit.

As the above noted challenges arose, the unit was understaffed by nearly 50 percent. I am thrilled to report the unit is now fully staffed with 2 Concealed Weapon Program Coordinators, 2 Administrative Assistants, and 3 Criminal Records Specialists.

I recognize that in the past several months some administrative duties may not have been completed in a timely manner and I apologize to those customers who were negatively impacted by our transition. Please be assured that I have a passion for excellence, understand accountability, and set aggressive goals.

Significant technological improvements have recently been implemented in the CWPU to better serve our customers. An updated concealed weapon permit was unveiled in May and contemporary business products and updated equipment were installed behind the scenes enabling the staff to process service requests more efficiently. As we move forward, we are reviewing each facet of our programs to identify opportunities for improvement. We embrace a "can-do" attitude and passion for customer service.

In the coming weeks, the staff will be crafting a formal initial firearms-safety instructor training registration process, designing a continuing education program for current instructors, and scheduling more frequent courses to include Flagstaff and Tucson locations. We are setting ambitious goals and plan for success. We are soliciting input from our partners and reaching out to our support groups. We sincerely hope you will share your ideas for the future with us!

The CWPU has a clear, simple, reality-based, customer-focused vision. I look forward to an open and honest relationship with all of you. You are, after all, our partners in success!

CWPU Vision Statement: To provide superior services by engaging our customer base, implementing improved technologies, and encouraging creative solutions.

DPS Initial Firearms-safety Instructors Training Course

The CWPU is happy to announce the following training dates for the DPS Initial Firearms-safety Instructors Training Course:

Saturday, August 5th
Phoenix, Arizona

Saturday, September 9th
Flagstaff, Arizona

Saturday, October 14th
Phoenix, Arizona

Saturday, November 4th
Tucson, Arizona

Saturday, December 2nd
Phoenix, Arizona

The "initial" firearms-safety instructor training course is for non-certified instructor-applicants only. The course was redesigned to meet the needs of new instructor trainers. The CWPU staff recognizes the value of on-going training for current instructors and is designing a continuing education course for current firearms-safety instructors. Details on that program are found on page 8 under "Continuing Education".

As we mentioned earlier, we are modifying the registration process for this course. The modifications ensure instructor-applicants meet all other eligibility requirements prior to attending the DPS course. The DPS course should be the final step in the certification process and, at the conclusion of the course, we will be happy to accept completed instructor application packets. The course confirmation also serves as a checklist.

Instructor-applicants must be sponsored and registered by an authorized Training Organization. We recognize some instructor-applicants may also be the responsible party of an authorized training organization. In these situations, it is permissible to "sponsor" and "register" yourself as an instructor-applicant; just complete and submit all registration forms.

Please go to page 7 for step-by-step instructions on registering an instructor-applicant for the initial course and to view a condensed version of the Registration Request Form.



The CWPU "Crew" From left to right: Tahlia Brooks, Mike Kline, Cindy, Margi, Rene Wilson, and Steve Quisenberry. (Not shown: Karen).

The 2006 Concealed Weapon Permit Unit Staff

Allow us to introduce ourselves! We are an energetic group and hope our customers enjoy learning a bit more about us!

Tahlia Brooks: *Administrative Assistant.* Tahlia was born on Christmas Day in Phoenix, Arizona and is a true native to the desert. Just as many of us, native or transplant, she is always hopeful for rain. She has been with the Department of Public Safety since December, 2000. She was hired as a Human Resource Assistant then promoted to Administrative Assistant in 2003. She has been with the CCW Unit since May 2005. Prior to the Department, Tahlia worked in the hospitality industry. Tahlia is very dedicated to her career, however her first and most important role is that of mother to two beautiful children. She is a thoughtful sister to three brothers and four sisters, including Marguerita.

Mike Kline: *Program Coordinator.* Mike grew up in Phoenix and recently retired from the Department of Defense after 22 years service. He served as an intelligence analyst as well as a training instructor. Mike graduated from the Phoenix Police Academy (now ALEA) and served as a local police officer.

Cindy: *Administrative Assistant.* Cindy was raised in Phoenix, Arizona. Throughout her career, she has worked primarily in administrative support roles for private, public, and non-profit industries.

Cindy's employment with the Department began in June of 2004 as a Human Resources Assistant. She promoted to Administrative Assistant in the Concealed Weapon Permit Unit in December of 2005. Cindy has participated in an initial CCW training class and completed the DPS Firearms - safety Instructor Training Course.

Cindy's passion is her faith and family. She has been married to her high school sweetheart for 23 years and is the mother of three beautiful daughters. She is also the very proud grandmother of an incredible grandson! She believes there is "good" in everyone if you only look.

Rene Wilson: *CWPU Supervisor.* Rene began her career with DPS in July of 1985 as a dispatcher in Central Communications where she remained until 1994. Rene then promoted to an Intelligence Research Technician assigned to the Phoenix Criminal Investigations Research Unit. In 1996 Rene was promoted to ACJIS Compliance Specialist where she developed and implemented a state-wide audit program. In 1999 she was promoted to Records Supervisor and assigned to the Applicant Clearance Card Team to develop and implement a newly mandated fingerprint clearance card program. She is now the Administrative Supervisor in the Concealed Weapon Permit Unit.

Rene received the "Fingerprint Identification Bureau Supervisor of the Year" award in 2000. In addition, she was recognized for her contributions to the DPS Applicant/IAFIS Connectivity Project in 2003 which developed and implemented electronic transmission of fingerprint data between Arizona and the FBI.

Rene was born and raised in Geneva, Ohio and relocated to Phoenix in 1979. She received an Associate of Applied Science Degree in Business Management from Phoenix College in 2003. Rene earned a Bachelor of Science Degree in Applied Management from Grand Canyon University in 2005 and is enrolled in the Master of Science in Leadership at Grand Canyon University. She received a Certificate of Academic Excellence in 2005 from Grand Canyon University.

Karen: *Criminal Records Specialist.* Karen has been with CWPU for 11 years and has been an integral part of the unit's success. She has seen the unit grow to what it is today and her knowledge and experience is greatly relied upon.

Margi: *Criminal Records Specialist.* Born and raised in Phoenix, Arizona with two sisters and two brothers, Margi is a true native of the state.

After working in the grocery retail industry for 13+ years, she was hired on as a Criminal Records Specialist (CRS) in the CWPU just last November for a much needed change of employment. Still residing in Phoenix, she enjoys time with her husband, their two dogs (a Bassett Hound and a Great Dane), and their two guinea pigs.

Steve Quisenberry: *Program Coordinator.* Steve moved to the Phoenix area from Chicago about 2 years ago. He is a retired Federal Special Agent with over 30 years of service and has a substantial background in firearms instruction training. In addition to Steve's firearm's instructor experience, the last four years of his career were spent in the position of Assistant Special Agent in Charge of the Chicago Regional office of the U.S. Labor Department, Inspector General having jurisdiction over a five-state area. He supervised the investigative and administrative functions of nine special agents in the Chicago office. He has been a featured speaker in new agent training and a guest speaker in local college criminal justice classes.

CWPU Contact Information

Rene Wilson	rswilson@azdps.gov
Mike Kline	mcline@azdps.gov
Steve Quisenberry	squisenberry@azdps.gov
Tahlia Brooks	tbrooks@azdps.gov
Margi	ccw@azdps.gov
Cindy	ccw@azdps.gov
Karen	ccw@azdps.gov
CWPU Phone	602-256-6280
CWPU FAX	602-223-2928

CWPU Unveils New Concealed Weapon Permit



Original Style Permit



New Style Permit

The Concealed Weapon Permit Unit (CWPU) is happy to unveil the new and improved concealed weapon permit! The new permit contains enhanced security features and is more durable than the original style. We started printing the new style permit on May 11, 2006 for initial and renewal applicants, upgrades and lost/stolen requests. Upgrades are available for those permit holders who would like to receive the new style permit. Please go to our website at www.azdps.gov, down-load the "up-grade" form and send the completed form to DPS with a \$10.00 money order, cashier's check or certified check. When requesting an upgraded permit, please do destroy or send your "original" permit to CWPU until you receive the upgraded version.

Wildly Important Things to Remember

Training Organizations and Instructors:

- Please maintain current mailing addresses, contact numbers, and e-mail addresses with the CWPU. Forms are on the website!
- DO NOT sign off on permit applications before the training is complete and ENSURE all applications are complete. We are receiving applications that are stamped with training organization seals and signed by instructors but no applicant information is completed.
- Remind your applicant students that they must provide payment to DPS in the form of a money order, cashier's check, or certified check.
- Remind applicant's to print legibly on all forms. If we can't read it, we can't process it!
- Address changes can now be made via phone, fax, or mail. Forms are on the website!

Exemptions to the 8-Hr. Initial CCW Training Course

The CWPU would like to take this opportunity to clarify the meaning of the exemption to the initial 8-hour CCW training requirement. It has come to the attention of the CWPU staff that, in the past, there have been some departures from the exemptions referenced in A.R.S. § 13-3112(E)(6). We would like our customers to know, and our instructors to inform their students, that there will be "no exceptions to the exemptions". The exemption is defined below.

Active duty Arizona POST certified peace officers (and firearms certified County Detention Officers after August 11, 2005). Submit an application, fingerprint card, letter from your agency and a money order, cashier's check, or certified check in the amount of \$65 to the CWPU. Agency letters should be on official letterhead and shall include the applicant's name, grade/title, dates of employment, employment status, and a point of contact within that agency who can verify the applicant's employment status. A blank form letter is available on the website. The department may require or allow the applicant to produce other specific evidence of employment.

Honorably retired state or local peace officers with a minimum of 10 years of service. "State or local peace officers" includes out-of-state officers.

Submit an application, fingerprint card, letter from your agency and a money order, cashier's check, or certified check in the amount of \$65 to the CWPU. Agency letters should be on official letterhead and shall include the applicant's name, grade/title, dates of employment, employment status, and point of contact within that agency who can verify the applicant's employment status. A form letter is available on the website. The department may require or allow the applicant to produce other specific evidence of employment.



Active or honorably retired federally credentialed peace officers. Due to the wide variety in federal law enforcement positions and duties, an applicant seeking exemption as a federally credentialed peace officer shall meet the following requirements:

1. Is an active or honorably retired federally credentialed law enforcement officer. (Retired require at least 10 years of service);
2. Is employed or retired from a federal law enforcement position whose duties are or were primarily the investigation and apprehension of individuals suspected of offenses against the criminal laws of the United States;
3. Is or was authorized by a federal agency to carry a handgun while on duty and qualified with that handgun at least annually; and
4. Submits an application, fingerprint card, money order, cashier's check or certified check in the amount of \$65 and a letter from a federal agency with whom the applicant is or was employed that states the applicant meets the above requirements. Agency letters should be on official letterhead and shall include the applicant's name, grade, job series code, job series title, dates of employment, employment status, and a point of contact within that agency who can verify the applicant's employment status. A form letter is available on our website. The department may require or allow the applicant to produce other specific evidence of employment.

Active law enforcement officers who meet the definition of a Peace Officer (as outlined in A.R.S. § 13-105(25)) may carry concealed without a concealed permit. Refer to A.R.S. § 13-3102(C)(1).

Legislative Activities *continued from pg. 1*

After 60 days, applicants must complete the initial 8-hour CCW training course and submit a completed application, fingerprint card and \$65.00 fee.

Since I will not need refresher firearms training when I renew my concealed weapon permit where do I get an application and blank fingerprint card?

The CWPU is reviewing many options and welcomes all suggestions. Between now and the effective date of the amended concealed weapon law, please obtain the application, fingerprint card, and return envelope from your instructor when completing the refresher firearms training.

After the new law goes into effect, a revised renewal application may be downloaded from our website. Although, second and subsequent renewals after August 2005 do not require a fingerprint card, the impact of that amendment will not be realized for a few years yet. Renewal applicants must still submit a completed fingerprint card for the next few years. We are working with our training partners and law enforcement agencies around the state to offer a solution to this issue. We are reviewing the feasibility of including a renewal application form and blank fingerprint card in the courtesy renewal notice mailed to permit holders. When a decision is made, we will post the information on our website at www.azdps.gov/ccw.

Will all other State's permits be recognized in Arizona?

If the permit and permit holder meet the following conditions:

1. The permit or license is recognized as valid in the issuing state.
2. The permit or license holder is all of the following:
 - (a) Not a resident of this state.
 - (b) Legally present in this state.
 - (c) Not legally prohibited from possessing a firearm in this state.

This means all government (state, county, city) issued concealed weapon permits will be recognized in Arizona if held by a nonresident AND the permit is valid throughout the state of issue. Arizona residents MAY ONLY carry concealed using an Arizona permit - no other permits will be legal, even if there was a previously signed reciprocal agreement. The DPS will enter into new written agreements with states that require a written agreement. Bottom line: Arizona residents cannot use another state's permit to carry concealed in Arizona.

Overview of the Concealed Weapon Permit Unit

The Concealed Weapon Permit Unit (CWPU) operates under authority of the State of Arizona concealed weapon permit law, Arizona Revised Statute § 13-3112, and Arizona Administrative Code, Chapter 9, Articles 1 – 4.

Here are just some of our duties and responsibilities:

- ❖ Administer the concealed weapon permit program and provide on-going support to permit holders such as name and address changes and replacement of lost, stolen, or damaged permits.
- ❖ Approve concealed weapon permit training programs, train and certify new concealed weapon permit instructors, and provide continuing education for existing instructors.
- ❖ Track permit holders and instructors to ensure on-going compliance with eligibility criteria. Suspend and/or revoke permit holders and/or instructors as necessary.
- ❖ Facilitate the appeal process to applicants seeking relief through the Arizona Office of Administrative Hearings subsequent to a denial, suspension, or revocation.
- ❖ Provide information to prospective permit applicants, instructors, and training organizations.
- ❖ Maintain the "Arizona Concealed Carry Weapon" website.
- ❖ Publish a quarterly newsletter to inform and educate our customers and training partners on new and changing laws and program protocols.
- ❖ Conduct training on Arizona concealed weapon laws to law enforcement personnel.
- ❖ Respond to phone, fax, and email inquiries and questions from the general public.
- ❖ Maintain the Concealed Weapon Inquiry database on the Arizona Criminal Justice Information System (ACJIS) used by law enforcement and criminal justice agencies nationwide.
- ❖ Respond to state and federal court orders for permit holder information.
- ❖ Conduct customer satisfaction surveys and make administrative inquiries into the practices of instructors and/or training organizations if irregularities are discovered.
- ❖ Refer possible criminal violations to an investigative authority when suspected criminal activity is discovered.

ARIZONA DEPARTMENT OF PUBLIC SAFETY
DPS Initial Firearms-safety Instructor Training Course
Registration Request

I request a reservation at the 8 Hour DPS Firearms Safety Instructor Training Course

Primary Date Requested: _____ Secondary Date Requested: _____
Course Location: Phoenix _____ Tucson _____ Flagstaff _____ Other _____

PLEASE PRINT CLEARLY

Last Name		First Name		Middle Initial
Address		City	State	Zip Code
E-mail address		Phone Number	Fax Number	

INSTRUCTOR-APPLICANT

PLEASE PRINT CLEARLY

Training Organization Name		Training Organization Number	
Address		City	State Zip Code
Name of Training Organization Point of Contact		Phone	affix seal
E-mail address		Fax Number	
Upon receipt of applicant registration request, DPS will forward confirmation information via FAX or E-mail			

TRAINING ORGANIZATION

I attest that the named applicant meets all requirements per ARS 13-3112 E(1) thru (5), and Admin Rules 13-9-307

Organization Point of Contact Signature _____

DPS Use Only
Date Received

New Registration Request Form

Changes Planned for CWPU Application Forms

Due to changes to the Concealed Weapon Law, the addition of the LEOSA program, and the implementation of improved training services for our customers, the CWPU has determined that the current "combined" application form is insufficient. In the next couple of months we will begin posting notices of new forms so watch the website!



New Registration / Confirmation Process for the DPS Initial Firearms-safety Instructor Training Course

Beginning with the next DPS Initial Firearms-safety Instructor Training Course scheduled for August 5, 2006, training organizations must complete a registration request form for each instructor-applicant they sponsor. An example of the form is pictured at left and is available now on our website. Training organizations must ensure that each instructor-applicant they sponsor meets all other eligibility criteria listed in Arizona Administrative Code R13-9-307 before attending the course. Upon receiving a registration request, CWPU will confirm course availability and send a notice of confirmation / attendance contract to the training organization. Instructor-applicants are not registered until CWPU receives a copy of the signed attendance contract.

Instructor-applicants are required to arrive at their scheduled course with a completed application packet. The packet must include a completed instructor application; a completed fingerprint card (fingerprint services are not provided at the course); and a money order, cashier's check or certified check made payable to DPS in the amount of the fingerprint processing fee (currently \$29.00). The packet must also have a copy of the confirmation / attendance contract and evidence of completion of all other eligibility criteria listed in Arizona Administrative Code R13-9-307.

Instructor-applicants should arrive about 30 minutes prior to the scheduled start of the course to sign-in and submit their application packet. Only complete application packets will be accepted so please contact us prior to the class if you have questions regarding the forms, etc. We are happy to assist but do not have the staff to address everyone's concerns on the day of the class.

Flagstaff and Tucson Training Locations Planned!

As a courtesy to our customers, the DPS Initial Firearms-safety Instructor Training Course is being offered in Flagstaff on Saturday, September 9th and in Tucson on Saturday, November 4th. Additional sites throughout the state may be scheduled if we have enough interest in our new "on the road" training course so let us know how we can better serve you!

More New and Exciting Changes!

Continuing Education Course for DPS Certified Firearms-safety Instructors

That's right – the CWPU is listening and providing services to our partners in success!

We believe the on-going success of the concealed weapon program is due, in large part, to the success of on-going relationships with our partners. The overwhelming response to recent firearms-safety instructor training courses prompted our staff to look very closely at the course and the audience to ensure we are remaining true to our mission. The competencies of the course were in pretty good shape and the speakers were terrific, but the atmosphere was a bit chaotic. We noticed the audience was comprised of initial and certified DPS firearms-safety instructors; that attendees came to the course with many, many questions concerning forms on multiple programs, not just instructor related issues; and many were not aware of the rules and guidelines governing the program. We took these observations and determined that the best way to meet the needs of two distinct audiences was to develop two distinct training courses – one for initial instructors and one for current instructors.

It is with great pride and enthusiasm that the CWPU announces a 4-hour “continuing education” course for current DPS firearms-safety instructors. At this time, we have two dates confirmed and hope to announce more in the coming months. As a convenience to our instructors, the course will be offered on DVD sometime in September!

Saturday, August 26, 2006 &
Saturday, September 23, 2006

Details on the course will be posted on our website in the next few weeks. Please do not attempt to register now. A special thank you to Mr. Mike Anthony for his unending dedication to the concealed weapon program and his enthusiasm for instructing! We appreciate you!

The CWPU wishes to recognize the many people who have gone above and beyond during our transition these past few months. It would be impossible to list individual contributions but we are certain that without the enthusiasm and dedication of each person, we could not offer the services presented in this newsletter.

THANK YOU!

DPS Information Technology Bureau
DPS Human Resources
DPS Facilities Management and Maintenance
DPS Access Integrity Unit
DPS Print Shop
Mr. Mike Anthony
Mr. Dave Unterreiner
Ms. Christine Key
Ms. Lisa Maxie-Mullins
Ms. Jeannie Hann